

## VERSION ONE

### Article 52 Business Plan Template

Introduction: This template is a suggested format that you may wish to use in preparing your business plan for necessary facility funding requests. Because we believe each facility's needs are unique, you may wish to alter or add to this format.

### **CATEGORIES:**

#### EQUIPMENT NEEDS – COMMUNICATION:

Specify here your needs for communication equipment and software necessary to access cc mail and the Internet. Use the headings Need, Purpose, and Cost.

#### EQUIPMENT NEEDS – OTHER

Specify here the equipment you will need to conduct meetings and foster SDWT activities such as easel charts, paper, bulletin board, etc.  
Use the headings Need, Purpose, and Cost.

#### TRAINING NEEDS – TEAM

Specify training that the full team needs. This may be training in team building, communications, conflict resolution, team dynamics, etc. Use the headings Need, Purpose, and Cost.

#### TRAINING NEEDS – INDIVIDUAL

Specify training needs that particular individuals need based on a self-assessment. (You may wish to use the Leadership Self-Assessment Guide for this purpose).

These training needs may be training in giving and receiving feedback, leadership skills, facilitator skills, etc. Use the headings Need, Purpose, and Cost.

#### BUSINESS PLAN FORMAT

For each item above specify:

The item or training.

The purpose for the item.

The anticipated cost of the item or training.

For example:

#### EQUIPMENT NEEDS – COMMUNICATION

1. a. Need

Computer

1. b. Purpose.

To log on to cc mail and Internet.

1. c. Cost

Cost of computer \$800.

2. a. Need

Software Windows Office.

2. b. Purpose

Needed to log onto CC mail and Internet.

Needed to type meeting minutes.

2. c. Cost

Software cost \$400.00

#### EQUIPMENT NEEDS – OTHER

1. a. Need

One easel chart and paper

1. b. Purpose

Facilitate SDWT Meeting.

1. c. Cost

Cost \$50.00

2. a. Need

One bulletin board

2. b. Purpose

Post meeting agenda, messages, and minutes.

2.c. Cost \$40.00

3. a. Need

Loose-leaf binders

3. b. Purpose

For team members to file SDWT minutes, agendas, etc.

3. c. Cost

Cost - \$30.00

TRAINING NEEDS -TEAM

1. a. Need

Team needs Teambuilding for 9 people

1. b. Purpose

Team needs to get differences out and learn to work as a team.

1.c. Cost

\$1500 for consultant to come to our facility

2. a. Need

Team needs facilitator skills training for 9 people.

2. b. Purpose

Team members need to learn to facilitate meetings.

2. c. Cost

Two days \$1800 for consultant to teach at our facility

Note: Above can probably be obtained at CMD. Cost would be travel for 9 people at about \$4500.00

#### TRAINING NEEDS – INDIVIDUAL

##### 1. a. Need

Leadership skill training for 5 people

##### 1. b. Purpose

Leadership skills assessment indicated certain members felt they needed this training to be effective on team.

##### 1. c. Cost

CMD \$500.00 per person

##### 2. a. Need

Conflict management skills training for 8 people.

##### 2. b. Purpose

Team members identified a lack of skill and knowledge in handling conflict.

##### 2.c. Cost

CMD \$500.00 per person

If consultant would come to our facility for training, cost would be less, approximately \$1500.00 per day for consultant.

## VERSION TWO

### ARTICLE 52 BUSINESS PLAN TEMPLATE

Introduction: This template is a suggested format that you may wish to use in preparing your business plan for necessary facility funding requests. Because we believe each facility's needs are unique, you may wish to alter or add to this format.

#### **CATEGORIES:**

##### EQUIPMENT NEEDS – COMMUNICATION:

Specify here your needs for communication equipment and software necessary to access cc mail and the Internet. Use the headings Need and Purpose.

##### EQUIPMENT NEEDS – OTHER

Specify here the equipment you will need to conduct meetings and foster SDWT activities such as easel charts, paper, bulletin board, etc.  
Use the headings Need and Purpose.

##### TRAINING NEEDS – TEAM

Specify training that the full team needs. This may be training in team building, communications, conflict resolution, team dynamics, etc. Use the headings Need and Purpose.

##### TRAINING NEEDS – INDIVIDUAL

Specify training needs that particular individual need based on a self-assessment. (You may wish to use the Leadership Self-Assessment Guide for this purpose).

These training needs may be training in giving and receiving feedback, leadership skills, facilitator skills, etc. Use the headings Need and Purpose.

#### BUSINESS PLAN FORMAT

For each item above specify:

The item or training.

The purpose for the item.

For example:

#### EQUIPMENT NEEDS – COMMUNICATION

1. a. Need

Computer

1.b. Purpose.

To log on to cc mail and Internet.

2. a. Need

Software Windows Office.

2. b. Purpose

Needed to log onto CC mail and Internet.

Needed to type meeting minutes.

#### EQUIPMENT NEEDS – OTHER

1. a. Need

One easel chart and paper

1. b. Purpose

Facilitate SDWT Meeting.

2. a. Need

One bulletin board

2. b. Purpose

Post meeting agenda, messages, and minutes.

3. a. Need

Loose-leaf binders

3. b. Purpose

For team members to file SDWT minutes, agendas, etc.

## TRAINING NEEDS -TEAM

### 1. a. Need

Team needs Teambuilding for 9 people

### 1. b. Purpose

Team needs to get differences out and learn to work as a team.

### 2. a. Need

Team needs facilitator skills training for 9 people.

### 2. b. Purpose

Team members need to learn to facilitate meetings.

## TRAINING NEEDS – INDIVIDUAL

### 1.a. Need

Leadership skill training for 5 people

### 1.b. Purpose

Leadership skills assessment indicated certain members felt they needed this training to be effective on team.

### 2. a. Need

Conflict management skills training for 8 people.

### 2. b. Purpose

Team members identified a lack of skill and knowledge in handling conflict.